



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 01/14/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$30,000.00
	CURRENT TERM TOTAL COST: \$30,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Propio LLC, fka Voiance Language Services LLC	VENDOR #: 27781	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Bill Martin	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: bill.martin@propio.com	VENDOR WEBSITE:	DEPT REQ #: 926006	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for approval of Purchase Order 926006 to Propio LLC, fka Voiance Language Services, to provide language interpretation services for 9-1-1 Telecommunicators per the NASPO Master Agreement #40-00000-24-00076AK. This purchase order will encumber funds for the period from February 1, 2026 through January 31, 2027. Based on current usage, the estimated cost of this purchase order at a rate of \$0.49 per minute for Spanish/\$0.67 per minute for all other languages used is approximately \$30,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Interpretation Services are used by 9-1-1 telecommunicators when receiving 9-1-1 calls from individuals that do not speak English. The service ensures the needs of the individual are identified in a timely fashion and the proper personnel are dispatched to aid the individual.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCSS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. This purchase order will utilize the NASPO ValuePoint Master Agreement #40-00000-24-00076AK which locks in the cost of \$0.49 per minute for Spanish and \$0.67 for all other languages. This is a cost savings over the current amount of \$0.69 per minute for any language.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Approve Purchase Order 926006 to allow continued language translation services. 2. Deny Purchase Order 926006 and language translation services will lapse, leaving a gap in service for 9-1-1 callers that do not speak English.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION Select an item from the following dropdown menu to justify why this is a sole source procurement.	
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. N/A
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. N/A
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. N/A

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Propio LLC	Vendor#: 27781	Dept: DuPage ETSB	Division:
Attn: Bill Martin	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 10801 Mastin Street, Suite 580	City: Overland Park	Address: 421 N. County Farm Road	City: Wheaton
State: KS	Zip: 66210	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Propio LLC	Vendor#: 27781	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 10801 Mastin Street, Suite 580	City: Overland Park	Address: 421 N. County Farm Road	City: Wheaton
State: KS	Zip: 66210	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2026	Contract End Date (PO25): Jan 31, 2026

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	10	EA		Language Interpretation Services	FY26	4000	5820	53040		2,500.00	25,000.00
2	2	EA		Language Interpretation Services	FY27	4000	5820	53040		2,500.00	5,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 30,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per NASPO ValuePoint (Master Agreement #40-00000-24-00076AK) expiring July 28, 2027. The dollar amount is an estimate based on previous use.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please return the PO to ETSB to send to the vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. This is a contracted service, nothing will be shipped. The digital version of the NASPO Agreement is in the ETSB's electronic vendor files.
APPROVALS 	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 12/30/25